

POLICE ACCREDITATION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Accreditation Manager exists to provide planning, leadership, and management in the development and updating of all policies, procedures, and general orders in the Scottsdale Police Department. This classification is supervisory. Work is performed under minimal supervision by the Professional Standards Division Commander.

ESSENTIAL FUNCTIONS

Plans and directs the overall operations of the Accreditation unit which includes supervision of the Policy Development Specialist, management of reaccreditation efforts, and updating and development of department general orders.

Notifies and manages department personnel of required time sensitive inspections and audits and oversees documentation and completion. Conducts random inspections of critical areas, and participates in mock assessments, as directed by the Chief of Police and the PSD Commander.

Maintains Individual Standard Status Report (ISSR) files and ensures their preparation for onsite assessments. Collects and tracks all written directives and proofs of compliance required for ISSR files; maintains ISSR archive files.

Attend Arizona Police Accreditation Coalition (AZPAC) meetings and CALEA conferences; participates in department committees as prescribed in the General Orders.

Maintains and input data into computer tracking systems. Assists in the management of division work units as directed by the PSD Commander, and participates in PSD budget process.

Communicates with top staff on status accreditation process; and provides department training regarding the accreditation process.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Knowledge and understanding of the principles and practices of modern law enforcement operations and law enforcement Accreditation processes
Working with a P.C., preferably Microsoft products including Word, Excel and Power Point.

Ability to:

Complete assignments in a timely manner, and delegate tasks effectively
Establish and maintain effective working relationships with City officials, co-workers, other Police agencies, and the general public.
Requires excellent written and oral communication skills
Ability to work independently and solve problems involving many variables; to train employees and speak publicly about the Accreditation process.
Ability to handle multiple projects simultaneously, use good judgment in prioritizing work assignments.
Have excellent interpersonal, organization, and time management skills.
Have the ability to read and understand materials concerning the law enforcement and criminal justice processes.

Education & Experience

Requires a bachelor's degree in Criminal Justice or a related field, three years experience with a law enforcement agency, and experience in a supervisory or managerial capacity.

FLSA Status: Exempt

HR Ordinance Status: Unclassified